

TITLE: GIS Analyst

IS/9-262

DEPARTMENT: Information Services, Fayette County

JOB SUMMARY: This position provides technical and project management support of various GIS projects, including, but not limited to, database design, systems management, spatial data conversion, integration of spatial and non-spatial data, and user training and support.

MAJOR DUTIES:

- Provides GIS guidance and support to the County; acts as single point of contact for all GIS related issues.
- Plans, develops, and implements GIS applications for the system users and operators.
- Recommends and implements modifications to GIS software in order to improve efficiency, reliability, and performance.
- Designs and develops GIS database models and templates.
- Writes, edits, installs, and verifies programs for accessing, maintaining, linking, and populating databases.
- Analyzes digital location data to integrate and manage field data (acquired by advanced GPS techniques) within the existing data storage architecture.
- Uses digital location data for geographic processing activities such as georeferencing, re-projection, and quality control.
- Assists with administration of GIS servers and workstations by installing and troubleshooting system software and programs and assists with administration of system access and security.
- Responds to inquiries from end-users, developers, contractors, and other customers regarding GIS requirements.
- As needed, transposes complex data from records maps, CAD drawings, County land base maps, demographic models and economic resources and other source documents into GIS and/or related database.
- Participates in the development, maintenance and implementation of policies and procedures to ensure that the accuracy of GIS information is maintained, developed, and implemented.

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- Coordinates GIS integration with County wide business systems.
- Integrates GIS elements with other technology for marketing and web based communication.
- Assists end-users in resolving problems with GIS applications.
- Performs data audits and implements quality control measures and processes to ensure data accuracy.
- Assists in training new GIS users.
- Assists end-users with writing procedures for utilizing GIS software and applications.
- Assists with all GIS User Group activities.
- Conducts research on GIS related hardware and software in support of procurement and system development efforts.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of GIS concepts and principles.
- Knowledge of ArcSDE and ArcGIS servers.
- Knowledge of GIS system administration.
- Knowledge of Microsoft SQL servers along with a thorough understanding of the concepts behind database management in a relational database.
- Knowledge and skill in the operation of GIS equipment, including computer hardware, plotter/printer setup, and GPS.
- Knowledge and skill with GIS project management, preferably with local government.
- Knowledge of TCP/IP.
- Knowledge of user security in a Windows Domain.

EXEMPT/HIPAA

- o Skill in oral and written communication.
- o Skill in the development of project strategies.
- o Skill in researching and evaluating new GIS software and technologies..
- o Skill in creating custom and standard map products.
- o Skill in reading and interpreting legacy maps and engineering drawings of County facilities.
- o Skill in analytical problem solving.
- o Skill in data editing.
- o Skill in using Microsoft IIS.
- o Ability to explain complex technical concepts clearly and concisely.

SUPERVISORY CONTROLS: The Assistant Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Fayette County Employee Handbook, County policies and procedures, departmental procedures, and other industry standards and best practices used throughout the industry. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied geographic information systems, data management, mapping, and computer technical assistance duties. Frequently changing industry standards contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to design and maintain geographic information system data. Successful performance in this position contributes to the increased productivity and efficiency of County information services and personnel.

PERSONAL CONTACTS: Contacts are typically with members of the general public, other county employees, and vendors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

EXEMPT/HIPAA

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity. The employee must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or computer room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field. Experience may be considered for the educational requirement at a ratio of two years of experience for one year of education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with having had a similar position for a minimum of five years.

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